

CH03

Change of secretary's details

Registered details



Companies House

Registered details

Go online to file this information

www.gov.uk/companieshouse

What this form is for

You may use this form to change the details of an individual who is a secretary.

What this form is NOT for

You cannot use this form for changing the details of a secretary. To do this, please use form CH04 'Change of secretary's details'.

TUESDAY



A29 *A74JP3D7* 24/04/2018 #170 COMPANIES HOUSE

1 Company details

Company number

Company name in full

Filling in this form
Please complete in typescript or in bold black capitals.
All fields are mandatory unless specified or indicated by *

2 Secretary's current details on the Register

Title*

Full forename(s)

Surname

Current details
This information is used to identify your details on the public record.

3 Date of change of details

Date of change of details

Please complete the appropriate sections to indicate which of your details have changed.

4 Change of name details

Please enter your new name.

Title*

Full forename(s)

Surname

5 Change of service address

Building name/number

Street

Post town

County/Region

Postcode

Country

Service address
This is the address that will appear on the public record. This does not have to be your usual residential address.
Please state 'The Company's Registered Office' if your service address is recorded in the company's register of secretaries as the company's registered office.
If you provide your residential address here it will appear on the public record.

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 **Presenter information**

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name	EMILY JOHNSON
Company name	SERGE CONSULTANTS LIMITED
Address	1 GRAMMAR SCHOOL ROAD, LYMM
Post town	WARRINGTON
County/Region	CHESHIRE
Postcode	WA13 0BQ
Country	UK
DX	
Telephone	01925 752392 07920 710280

Checklist

We may return forms completed incorrectly or with information missing.

Please make sure you have remembered the following:

- The company name and number match the information held on the public Register.
- You have entered in Section 3 the date of change of details.
- You have entered the relevant change of details.
- A new address must be a physical location. It cannot be a PO Box number (unless part of a full address), DX or LP (Legal Post in Scotland) number.
- You have signed the form.

 **Important information**

Please note that all information on this form will appear on the public record.

Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

For companies registered in England and Wales:
The Registrar of Companies, Companies House,
Crown Way, Cardiff, Wales, CF14 3UZ.
DX 33050 Cardiff.

For companies registered in Scotland:
The Registrar of Companies, Companies House,
Fourth floor, Edinburgh Quay 2,
139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.
DX ED235 Edinburgh 1
or LP - 4 Edinburgh 2 (Legal Post).

For companies registered in Northern Ireland:
The Registrar of Companies, Companies House,
Second Floor, The Linenhall, 32-38 Linenhall Street,
Belfast, Northern Ireland, BT2 8BG.
DX 481 N.R. Belfast 1.

 **Further information**

For further information, please see the guidance notes on the website at www.gov.uk/companieshouse or email enquiries@companieshouse.gov.uk

This form is available in an alternative format. Please visit the forms page on the website at www.gov.uk/companieshouse